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**TO: Economic Support Supervisors
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**FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO

No.: 03-37

Date: 05/28/2003

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: HIGH

SUBJECT: W-2 Barrier Screening Tool Updates

CROSS REFERENCE: BWP Operations Memo 03-16

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to:

1. Provide clarification on new versus ongoing participants for Barrier Screening Tool (BST) implementation. *Note: this clarification was also sent out to W-2 agencies through the Regional Offices in early April.*
2. Notify agencies about a problem with CARES alerts associated with the BST.

POLICY

CLARIFICATION ON NEW VERSUS ONGOING PARTICIPANTS FOR BST IMPLEMENTATION

During the period of Barrier Screening Tool (BST) implementation, both new and ongoing W-2 participants placed in W-2 Transitions (W-2 T), Community Service Job (CSJ), Trial Job or Case Management for Unemployed Individuals (CMS) must complete the BST (provided the participant agrees to this after reviewing the W-2 BST Agreement with his or her worker). The preset BST implementation date for each W-2 agency will be used to determine which participants are new and which are ongoing.

W-2 Participants placed in the following placement-types are not required to be screened:

- Case Management for Individuals Working in Unsubsidized Employment (CMU)
- Case Management Follow-up (CMF)
- Custodial Parent of an Infant (CMC)
- Case Management for Noncustodial Parents
- Case Management for Pregnant Women
- Case Management for Minor Parents

The following provides clarification on new versus ongoing participants for Barrier Screening Tool implementation:

New Participants

New participants are those who are placed in a W-2 T, CSJ, Trial Job or CMS placement on or after each agency's BST implementation date. For new participants, the BST must be completed within 30 days following the date of placement. If the participant declines to complete the screening using the W-2 BST Agreement, the screener must document this in the automated screening tool. New participants who are not screened within 30 days after they have been placed in W-2 will be included in a report for monitoring by the W-2 agency and the Regional Office. This report can be accessed through the Reports link in the automated Barrier Screening Application.

Example 1:

Susie is in a Custodial Parent of an Infant (CMC) placement at the time of implementation of the BST. There is no requirement for Susie to be screened while placed in CMC. Two months following BST implementation, she is moved from CMC into a CSJ slot. Susie and her worker must review the W-2 BST Agreement and if Susie agrees, complete the screening within 30 days after the CSJ placement.

Example 2:

Linda applies for W-2 prior to the BST implementation date but is not placed in W-2 T until five days following BST implementation. Linda and her worker must review the W-2 BST Agreement and if Linda agrees, complete the screening within 30 days after the W-2 T placement.

Example 3:

Ronda applies for W-2 after BST implementation and is immediately placed in CMS. Ronda and her worker must review the W-2 BST Agreement and if Ronda agrees, complete the screening within 30 days after the CMS placement.

Example 4:

Jenny was placed in W-2 T prior to implementation of the BST. She was moved from the W-2 T placement to a CSJ placement a month after BST implementation. This new CSJ placement occurred prior to her next scheduled review of eligibility. Because Jenny has been moved to a new placement prior to her next scheduled review of eligibility, she must be screened within 30 days after the new CSJ placement.

Ongoing Participants

Ongoing participants are those who are placed in W-2 T, CSJ, Trial Job or CMS prior to the date of BST implementation. All ongoing participants must receive information about the availability of the BST using the W-2 BST Agreement at their next scheduled review of W-2 eligibility following implementation provided that they are still in the CSJ, W-2 T, Trial Job or

CMS placement at that time. If the participant chooses to be screened, the screening must occur within 30 days after the review of eligibility. If the participant declines to complete the screening, the screener must document this information using the automated screening tool. Ongoing participants who are not screened within 30 days after their review of eligibility will be included in a report for monitoring by the W-2 agency and the Regional Office. This report can be accessed through the Reports link in the automated Barrier Screening Application.

Example 5: At the time of BST implementation, Cindy has already been in a Trial Job for two months. At her next eligibility review, Cindy is still placed in the Trial Job. At the eligibility review, Cindy's worker must review the W-2 BST Agreement with her and if Cindy agrees, the screening must be completed within 30 days after the eligibility review.

Example 6: Lisa has already been in a CSJ for 3 months when the BST is implemented. Two months following the implementation of the BST, Lisa gets a job and is moved into Case Management Follow-up (CMF) before her next scheduled review of eligibility. Lisa is not required to complete the BST.

REMINDER

The BST is only required to be completed once with each W-2 T, CSJ, Trial Job and CMS participant, with the following exceptions:

1. The participant requests to have the BST readministered;
2. The FEP has reason to believe that readministering the BST may help identify a barrier that is affecting the participant's ability to work or participate in work training activities. Examples include, but are not limited to:
 - Behavioral cues that may indicate the presence of a condition or barrier;
 - A low Test of Adult Basic Education (TABE) score;
 - A pattern of non-participation without good cause; or
3. The participant's W-2 case has been closed for a period of one year or more.

BST ALERTS PROBLEM

New Participants

FEPs will receive alerts through the CARES system at the time of initial placement and 15 days following initial placement, notifying them that the participant must be screened. If the participant has not been screened by the 31st day, an alert will again be triggered notifying the FEP that the screening is overdue. New participants who are not screened within 30 days after initial W-2 placement will be included in a report for monitoring by the W-2 agency and the Regional Office.

Beginning on May 1, 2003, these alerts will be triggered for new participants statewide. Agencies that are scheduled to implement the BST on May 1st, should begin using these alerts immediately to assist in determining which participants must be screened.

Agencies that are first scheduled to implement the BST in June or July will also receive these alerts beginning May 1st. Alerts that are received prior to the date the W-2 agency is scheduled to implement the tool should be deleted by the FEP and should not be acted on. Those participants for whom an alert is received prior to the date the agency is scheduled to

implement the BST will be considered *ongoing participants* for the purposes of screening and should be screened within 30 days after their next review of eligibility.

While the alerts will be triggered for all new participants statewide beginning May 1, 2003, the two new reports that will track participants who are overdue for a screening will accurately reflect the staggered implementation of the BST across the state.

CONTACTS

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Note: Email contacts are preferred. Thank you.

DWD/DWS/BDS/DR